# The Hive Flexible Workspace

## TERMS & CONDITIONS OF USE

applicable to Hive Hubs Holdings Limited and operations within the group

Hive Hubs flexible work environments welcome all businesspeople. Our spaces are inclusive. They are not membership environments. Customers subscribe to spaces, services and facilities, but that does not mean that others requiring access are excluded.

Our spaces offer

1. boutique offices and enterprise rooms for rolling 30-day advance-hire
2. retained fixed-desks in our co-work studios on rolling 30-day advance hire
3. on-demand hot desks for hire
4. meeting rooms for planned and ad-hoc hire
5. zoom booths for planned and ad-hoc hire

Please note the following terms, conditions and undertakings apply when you use the spaces, services and facilities of our Hive Hubs flexible workspaces.

1. A deposit equivalent to the value of 2-months' hire rate is required when securing an office, enterprise room or retained fixed-desk. All other services are either reserved and paid for online or paid for on the day of use.
2. Once you have paid a deposit you have formally agreed to the terms and conditions of our operations as set out here; and you have accepted that these are legally binding for the duration of use of our spaces, services and facilities.
3. From the day you take occupation, you have done so as a hirer and at no point during the term of your occupation are you defined as a tenant.
4. Each monthly hire charge is invoiced during the month preceding the month to which the hire amount relates and is due by the 20$^{th}$ of the preceding month.
5. Hire Hubs rates include the footprint of your space as presented, business rates, electricity and the furniture included at the time of the commencement of your occupation.
6. We reserve the right to raise your hire rate annually, at any point in the year, with at least 2 calendar months' notice by email or hard copy letter.
7. For as long as monthly hire amounts are paid on time as per point 3 the space that you retain remains yours to occupy.
8. Should you experience financial difficulties we ask that you immediately approach a company director or manager to discuss the matter. Hive Hubs is committed to enabling its clients' businesses to thrive and we will do what we can to help you overcome commercial obstacles that you encounter.
9. If you occupy an office or enterprise room and experience financial difficulties and you do not approach us, we shall send you electronic remainders at intervals. If by the end of the month to which the invoice charges relate the fees have not been paid, we reserve the right to change the combination lock on the door of your room so that

you cannot gain access until the amount owing has been paid. If you occupy a fixed-desk, we will approach you directly to discuss the matter.

10. In the event that you wish to vacate your space or fixed-desk Hive Hubs requires a minimum of 2 calendar months' notice in writing by email or hard copy letter.
11. Hive Hubs Holdings Limited and its subsidiaries reserve the right to serve 2 calendar months' notice on the hirer of an office or fixed-desk, should the company require return of the space. Subject to the office or fixed-desk being left in good condition and as found upon entry, we will return your deposit following an exit inspection.
12. As a general rule, replenishment of refreshments in our kitchenettes and cleaning takes place once per week.
13. We require all spaces and facilities be respected. Whether it be a private office, open-plan work studio, meeting room, zoom booth or common areas, they should be kept clean and tidy. It is important that everyone takes responsibility for tidying and cleaning up after themselves, this includes washing up and putting crockery, cutlery and glassware away. It is not the responsibility of Hive Hubs staff to clean and clear up after those utilising its space.
14. We ask that each businessperson working in our spaces respects the space of others, this includes noise and any interruption to the workflow of those around you. Occupiers of offices, rooms and desks are required to give every consideration to the impact of their behaviour on others. Hive Hubs Holdings Limited and its subsidiaries will not tolerate intimidation, harassment or threatening behaviour in any of its buildings. If any of the company's representatives or its customers experience actions or communications that cause others to feel uncomfortable or distressed, then their occupancy will be terminated with immediate effect.
15. Dogs are welcome in enclosed and open-plan spaces providing they are peaceful and do not distract or cause a nuisance to others.
16. Should you cause disruption to colleagues and we repeatedly receive complaints, we may serve notice asking you to leave.
17. VAT applies to spaces and services as described under 1-3 above.
18. VAT is not chargeable on spaces and services as described under 4.
19. Should you have any questions to ask about the above you are duty bound to raise them ahead of commencing use of our spaces and services, so that you have absolute clarity and accept the terms by which you interact with our facilities and the rates charged for them.

V2 092019